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Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040126-2

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31 January 1963

STAT

From: CIA Records Administration Officer, DD/S

Subject: (Briefing of Security Records Division; then an Active
Tour of the Security Records Division)

1. A meeting of Records Management Officers will be held on Wednesday, 6 February 1963, 10:00 A.M., in Room 1 E-78, Headquarters.

2. The principal topic of the meeting will be a briefing on the operations of the Security Records Division, Office of Security, and a conducted Tour of the Division.

3. I will look forward to seeing you at the meeting.

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